

## FACILITY/UNIT AUDIT

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Files Audited: \_\_\_\_\_

Deputy Warden/Center Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Warden/Facility Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** The total number of deficiencies for each question noted from the audits submitted on Attachment A are to be listed beside each assigned security level. For example, if a multi-security level facility: Minimum — 2, Medium — 5, Maximum — 3.

Corrective actions taken to correct the deficiencies are to be noted in the space provided.

<b>Question #1:</b> Are chronological entries completed monthly, as required, to include inmate contact?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #2:</b> Is the required content included in each chronological entry, to include referrals to programs, participation in programs and completion of programs?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #3:</b> Is the INMATE PROFILE FORM completed accurately?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #4:</b> Are adjustment reviews completed in a timely manner?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #5:** By using the OFFENSE SEVERITY SCALE, is the most recent serious current charge/conviction, including any CC, CS, refile cases and detainers/warrants, accurately assessed and points awarded?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #6:** By considering the stipulated time period, is the most serious escape or attempted escape correctly assessed?

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #7:** Is the number of active disciplinary convictions scored and recorded? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #8:** By considering the stipulated time periods, have the correct points for inmate's disciplinary history or most serious disciplinary conviction been assessed? (Initial and Custody Assessment)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #9:** Have the correct points been awarded for the inmate's assigned program participation? (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

**Question #10:** Have the appropriate points been awarded for the inmate's adjustment (Custody Assessment Only)

Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #11:</b> Are points accurately awarded for the inmate's age?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #12:</b> Has all discretionary overrides been identified?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #13:</b> Has all mandatory overrides been identified?			
Community	Minimum:	Medium:	Maximum:
Corrective Action:			

<b>Question #14:</b> Is the recommended custody level appropriate and are the comments completed, if needed?			
Community:	Minimum:	Medium:	Maximum:
Corrective Action			

<b>Question #15:</b> Has the inmate's TRANSFER PACKET, to include GPS packet, been completed and submitted in a timely manner?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

<b>Question #16:</b> Does the CASE PLAN reflect the inmate's assessed needs and is it being followed?			
Community:	Minimum:	Medium:	Maximum
Corrective Action:			

**Question #17:** Has the custody assessment been completed annually as required (unless circumstances dictate an earlier review)?

Community:	Minimum:	Medium:	Maximum
Corrective Action:			

**Question #18:** Has pre-release planning been addressed in accordance with OP-060901 entitled "Pre-Release Planning"?

Community:	Minimum:	Medium:	Maximum
Corrective Action:			